

## **ATD Nebraska Board Meeting**

Meeting Minutes

April 15, 2016

7:30 – 9:00 AM

Next Meeting: May 20, 2016 – Centris Federal Credit Union  
May Board Reports due to Kristi by May 10, 2016

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### **Welcome / Board Introductions**

*Jon asked visiting past president, Michael Merritt to introduce himself and review key accomplishments from his presidency and then asked board members to share one personal or professional accomplishment.*

### **Unfinished Business**

#### **TI – Jen W.**

*Jen announced that the goal is to have presenters secured by June in order to begin marketing in earnest.*

- TI will be created for new trainers or experienced trainers wishing to brush up on basic skills
  - Focused around ADDIE model & an e-learning component
  - Application is available on website
  - Looking to target companies that may send groups of trainers through program
  - Reminder – members may be eligible for scholarship assistance
- Program structure
  - One class per week beginning 2<sup>nd</sup> Tues. in Sept. – mid-Oct.
  - Full day & ½ day sessions available
- Presenter compensation
  - \$200 ½ day
  - \$400 full day
- Request - Send names of potential presenters to Jen W.

#### **Ops Manual – Krishna C.**

*Krishna announced that team is still working on updating Ops Manual – meeting twice per month.*

- Ops Manual discoveries / updates
  - Appears as though individual sections were created by different people / groups
    - Team is trying to create a consistent look / feel within the document

- Team is updating / changing some material and clarifying other things for understandability
  - Will summarize changes before sharing for a vote

### **June Program Planning – Jon T.**

*Jon shared plans in progress for the June one hour program.*

- Proposed panel to share information gained at ICE and conference Karen W. is attending
  - Panel 1<sup>st</sup> half of program
  - Break out tables for individuals to learn more from individual panel members
  - Will create a summary sheet to help attendees select table topics
- DO Space has been reserved for the meeting

### **April Meet-up – Lesa D.**

*Lesla declared the April Meet-up a success.*

- Meet-up held at Spirit World at Aksarben – central location, free parking
  - 20 people registered – 18 attended
    - As many members as board members!
  - No agenda used – attendees mixed well
  - One free program given away
  - Free program was only expenditure for event (\$20)
- Planning a second meet-up in the fall
  - Liked venue – may use same location
  - Will change one small variable for fall event to gather data about best options for casual get togethers

### **June Program – Jon T. Karen W.**

*Karen shared a potential conflict with the location for the June meeting.*

- DO Space – location choice for June meeting
  - Metro controls meeting room and cannot guarantee availability until their spring class scheduling is complete – May 5
  - Room will hold up to 40 people
  - Room has rubber floor (work space) – not sure of acoustics
  - Allows cold food only
  - Space is free
  - Free parking in surrounding lot
- UNO Community Engagement Center
  - Karen has secured a room here as an alternative

- Room will hold up to 40 people
- Allows cold food only
- Space is free
- Free parking – but requires some advance notification so university can designate appropriate spaces
- Board prefers to use DO Space, if available – thinks it may attract people just to learn more about the facility
  - Concerns about May 5<sup>th</sup> confirmation – will advertise meeting at Do Space location
    - (Amber) most registrants are signing up the week before the event
      - Will email / follow-up with a call any early registrants (prior to May 5) IF we have to change the location
    - Karen will keep Jon in the loop if any problems with securing the room

### **Budget Reminders – Jon T.**

*Jon reminded board members about national memberships and procedures for purchasing items not in the budget.*

- ATD NE has budgeted for 10 national memberships and has already paid for 9. Jon asked if there were any additional memberships that may be submitted.
  - Amber is negotiating to have company pay membership – not sure if it will be approved
- Jon reminded board members that approval should be sought before purchasing anything that has not been budgeted for – even if under the \$100 limit.
  - Directors should work with their VPs if they have any questions

### **New Business**

#### **Education Nugget– Jill B.**

*Jill used an activity to review the elements of CARE.*

- Jill asked board members to select post-it notes, each having a different CARE requirement on it, that represented what they already did – or would like to do
- Jill shared how CARE works – there is a set of required activities and a set of elective activities that must be completed each year

#### **Succession Forms– Krishna C.**

*Krishna announced that succession forms would be distributed in the next month.*

- Board members should begin thinking about what role they would like in the future
  - Board members were encouraged to talk with other board members to learn about their roles
  - Job descriptions will be available on Teamwork PM

## **May Program – Amber H.**

*Amber announced that Michael Fryda, 2010 Teacher of the Year, will present Leadership Through Gamification: Helping Learning Feel Like Play.*

- May 5 – 5:30 – 6:30 PM at Scott Conference Center

## **Trainer's Institute Pricing – Jen W.**

*Jen shared proposed pricing model with board.*

- Pricing
  - Member Early Bird pricing
    - \$185 per day / \$680 for 4 days / \$70 for e-learning add-on
  - Member regular pricing
    - \$210 per day / \$750 for 4 days / \$85 for e-learning add-on
  - Non-member pricing
    - \$235 per day / \$900 for 4 days / \$100 for e-learning add-on
  - Working on creating a corporate discount for 4 or more attendees – still working on the details of discount
- Pricing options exceed revenue goals for anticipated attendance
- Michael M. suggested getting testimonials from Hiring Managers who send all their trainers through the program for marketing purposes

## **SCORECARD – Jon T.**

*Jon asked teams to get together and review SCORECARD items to ensure they still made sense and were being consistently reported to ensure the information was usable for year to year comparisons.*

- Jon reviewed how to count volunteers for valid comparisons
  - Determined that we track volunteers based on volunteer activities
    - Discussion (no decision) around value in recording # of people and # of opportunities to distinguish between volunteer hours or opportunities and breadth of participation / engagement with members
- Program Committee
  - Will record Winter Social under 2016 – (scheduled in 2016 and used 2016 budget)
  - Considering changing TI tracking to better understand registration patterns
- Membership Committee
  - Question about whether or not the new Meet-ups should be tracked?
    - Do the meet-ups have goals – or are they just activities?
    - Will placing measurements on everything prevent us from trying new programs / ideas?
- Marketing Committee
  - Needs to update 2015 numbers, which did not get recorded
  - Need to update sponsors

## Monthly Meeting Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Jon Titus	Green	Green	Green	Green								
Jill Banaszak	Green	Red	Green	Green								
Krishna Clay	Green	Green	Green	Green								
Kristi Rutledge	Green	Green	Green	Green								
Ralph Wojcinski (VP)	Green	Green	Green	Green								
Jen Labrie Pereira (VP)	Green	Green	Green	Green								
Ericka Juno (VP)	Red	Green	Green	Red								
Jen Wichern (VP)	Green	Green	Green	Green								
Amber Hutchinson (VP)	Green	Green	Green	Green								
Kristi Stewart	Green	Red	Red	Red								
Kim Whiteside	Green	Red	Green	Red								
Teresa Gan Wolfe	Green	Green	Green	Green								
Sandi Knowski	Red	Red	Red	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Kathy Swensen	Green	Green	Green	Red								
Karen Wegner	Green	Green	Red	Green								
Lesia Deeker	Red	Green	Green	Green								
Liz Brumels	Green	Red	Green	Green								
Tammy Olson	Grey	Green	Green	Green								
Brandon Raddish	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Katie Kuhl	Green	Green	Green	Red								
June Kowalewski	Green	Green	Green	Green								
Melodi Szymczak	Green	Red	Green	Green								

Guest: Michael Merritt (Past President)